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Library Trustees Minutes 11-13-2007

Robbins Library Board of Trustees
November 13, 2007

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Kathryn Gandek-Tighe, Barbara Muldoon, Frank Murphy and Joyce Radochia. David Castiglioni was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture. The Board welcomed its newest member, Kathryn Gandek-Tighe. She is a twenty-year Arlington resident, mother of three and has experience as a professional fundraiser.

Approval of Minutes

The minutes of the October 9th meeting were approved on a motion by Ms. Muldoon; seconded by Ms. Deal.

Communications

The Board members asked Ms. Loud for a status report on the health of Mr. Castiglioni. He is expected to miss several more meetings due to ongoing rehabilitation.

Director's Report

The Board reviewed the written report of the director. Questions were asked about lighting issues and the N.E. Library Association conference. Ms. Loud apprised the trustees of a promised donation to fund a permanent fixture in the library. Two vendors have been engaged to propose designs for a new circulation desk.

FY2009 Budget Submission

Ms. Loud distributed the following handouts: 1.FY09 Budget Narrative 2. Preliminary FY09 Budget Request Summary Sheet 3.FY09 Budget Preparation-Expenses

The budget to be submitted to the Town Manager's Office includes the following new requests: 1.Sunday operating hours 2.Upgrade to a full-time Technology Librarian position 3.Part-time Public Relations Coordinator position. Ms. Loud explained the requests for expenses. The municipal appropriation formula for State Aid eligibility was discussed. Ms. Loud will keep the Board apprised of the budget process.

Fundraising Solicitation Letter

Ms. Fennelly, Ms. Muldoon and Mr. Murphy met last week to review the preliminary budget request. At that meeting,

they discussed the possibility of a fundraising campaign for Sunday operating hours in lieu of soliciting funds for a broader range of materials/services. Ms. Loud explained the service ramifications of a deficit in these other line items. There are personnel/contractual obligations relating to Sunday hours. Discussion took place about the pros and cons of a general solicitation vs. a targeted campaign for Sunday funding. Ms. Gandek-Tighe offered some fundraising advice. The consensus of the Board was to send the general solicitation letter at this time and to consider a business solicitation at a later date.

Author Program

The turnout for the program with Claire Cook was disappointing, although she was an engaging speaker. The decision was made not to hold future author programs in October as this month is devoted to activities related to the Community Read program. The Board will entertain suggestions for a speaker for the spring author program.

Margaret Spengler Lecture Series

Jeanne Shaheen will be the speaker at the inaugural program of the Margaret Spengler Lecture Series on Tuesday, November 20th in the Town Hall auditorium. Ms. Fennelly will welcome the audience. Ms. Radochia and Tom Spengler will offer reminiscences of Mrs. Spengler and Ms. Radochia will introduce the speaker. After the talk, there will be a reception in the Selectmen's Hearing Room.

Photographer Request for Fundraising Calendar

A photographer who has a Reading Room exhibit scheduled for next fall proposes to create a fundraising calendar for the library. The sale would launch on Town Day and 50% of the profits would go to the library. Since the fundraising potential would be limited, the Board decided not to support this project.

Robbins Print Fund Personnel Request

Nancy Gentile submitted a payment request for 65 hours of work on the Robbins print collection, at a total cost of \$1,698. Ms. Deal made a motion to allocate this amount from the Robbins Art Fund; seconded by Ms. Radochia. Passed unanimously.

Annual Report Outline

Ms. Loud distributed a draft outline. A trustee photo will be taken at the next meeting.

Security Cameras

The security cameras have been installed but will not be operational until a defective piece of equipment is replaced. Town Counsel notified Ms. Loud that there is no legal requirement to post signs regarding the use of the cameras. Of 8 libraries polled, only 2 post signs. The consensus of the Board was to forego the signs but to place a monitor on the Circulation Desk as an indicator that cameras are in use.

Update on Shelving/Furniture Project

Ms. Loud updated the Board on the status of the reorganization/shelving project. There is a need for three additional AV display/storage units at a cost of \$2,000/unit. Ms. Radochia made a motion to expend up to \$6,000 for the purchase of three units from the Kathleen Case fund; seconded by Mr. Murphy. Passed unanimously.

Adjournment

The meeting was adjourned at 9:20 PM on a motion by Mr. Murphy. The next meeting will be held on December 11th at

7:15 PM.

Respectfully submitted,

Cynthia Diminture